



**CYPRESS LAKES
COMMUNITY DEVELOPMENT
DISTRICT**

**PALM BEACH COUNTY
REGULAR BOARD MEETING
& PUBLIC HEARING
JULY 23, 2020
6:00 P.M.**

Special District Services, Inc.
The Oaks Center
2501A Burns Road
Palm Beach Gardens, FL 33410

www.cypresslakescdd.org
561.630.4922 Telephone
877.SDS.4922 Toll Free
561.630.4923 Facsimile

AGENDA
CYPRESS LAKES
COMMUNITY DEVELOPMENT DISTRICT
VIDEO ACCESS AT: <https://us02web.zoom.us/j/83333502151>
MEETING ID: 833 3350 2151
PHONE FOR TELEPHONIC ACCESS AT: 312 626 6799
REGULAR BOARD MEETING & PUBLIC HEARING
July 23, 2020
6:00 p.m.

- A. Call to Order
- B. Proof of Publication.....Page 1
- C. Establish Quorum
- D. Additions or Deletions to Agenda
- E. Comments from the Public for Items Not on the Agenda
- F. Approval of Minutes
 - 1. May 21, 2020 Regular Board Meeting Minutes.....Page 2
- G. Public Hearing
 - 1. Proof of Publication.....Page 4
 - 2. Receive Public Comments on Fiscal Year 2020/2021 Final Budget
 - 3. Consider Resolution No. 2020-02 – Adopting a Fiscal Year 2020/2021 Final Budget.....Page 5
- H. Old Business
- I. New Business
 - 1. Consider Resolution No. 2020-03 – Adopting a Fiscal Year 2020/2021 Meeting Schedule.....Page 12
- J. Administrative Matters
- K. Board Members Comments
- L. Adjourn

Palm Beach Post, The
July 6, 2020
Miscellaneous Notices

NOTICE OF PUBLIC HEARING & REGULAR BOARD MEETING OF THE CYPRESS LAKES COMMUNITY DEVELOPMENT DISTRICT NOTICE IS HEREBY GIVEN that the Cypress Lakes Community Development District (the "District") will hold a Public Hearing and Regular Board Meeting (the "Meeting") of its Board of Supervisors (the "Board") on July 23, 2020, at 6:00 p.m. to be conducted by telephonic and video conferencing communications media technology pursuant to Executive Orders 20-52, 20-69, 20-112 and 20-150 issued by Governor DeSantis on March 9, 2020, March 20, 2020, April 29, 2020 and June 23, 2020, respectively, and pursuant to Section 120.54(5)(b)2., Florida Statutes. The Meeting is being held for the necessary public purpose of considering agenda items related to the District. At such time the Board is so authorized and may consider any business that may properly come before it. While it is necessary to hold the Meeting utilizing communications media technology due to the current COVID-19 public health emergency, the District fully encourages public participation in a safe and efficient manner. Participants may attend the Meeting by accessing the District's website, www.cypresslakescdd.org and clicking on the meeting link you will find on the homepage, or utilizing the following login information: Join by URL for VIDEO ACCESS at: <https://us02web.zoom.us/j/83333502151> Meeting ID: 833 3350 2151 To join by phone only, call: 312-626-6799 A copy of the agenda for the Meeting may be obtained at the offices of the District Manager, c/o Special District Services, Inc., at (561) 630-4922 or jpierman@sdsinc.org (the "District Manager's Office") during normal business hours. The Meeting is open to the public and will be conducted in accordance with the provisions of Florida law for special districts. The Meeting may be continued to a date, time, and place to be specified on the record at the Meeting. Any person requiring special accommodations in order to access and participate in the Meeting because of a disability or physical impairment should contact the District Manager's Office at least forty-eight (48) hours prior to the Meeting. If you are hearing or speech impaired, please contact the Florida Relay Service by dialing 7-1-1, or 1-800-955-8771 (TTY) / 1-800-955-8770 (Voice), for aid in contacting the District Manager's Office. As indicated above, this Meeting will be conducted by media communications technology. Anyone requiring assistance in order to obtain access to the telephonic, video conferencing, or other communications media technology being utilized to conduct this Meeting should contact the District Manager's Office at least forty-eight (48) hours prior to the Meeting. Similarly, any person requiring or that otherwise may need assistance accessing or participating in this Meeting because of a disability or physical impairment is strongly encouraged to contact the District Manager's Office at least forty-eight (48) hours in advance so that arrangements may be made. Each person who decides to appeal any decision made by the Board with respect to any matter considered at the Meeting is advised that person will need a record of proceedings and that accordingly, the person may need to ensure that a verbatim record of the proceedings is made, including the testimony and evidence upon which such appeal is to be based. District Manager CYPRESS LAKES COMMUNITY DEVELOPMENT DISTRICT www.cypresslakescdd.org 7-6, 7-13/2020

**CYPRESS LAKES COMMUNITY DEVELOPMENT DISTRICT
REGULAR BOARD MEETING
VIDEO ACCESS AT: <https://us02web.zoom.us/j/81012883392>
PHONE FOR TELEPHONIC ACCESS AT: 301 715 8592
MEETING ID: 810 1288 3392
MAY 21, 2020**

A. CALL TO ORDER

District Manager Jason Pierman called the May 21, 2020, Regular Board Meeting of the Cypress Lakes Community Development District to order at 5:00 p.m. via Zoom.

B. PROOF OF PUBLICATION

Mr. Pierman presented proof of publication that notice of the Regular Board Meeting had been published in *The Palm Beach Post* on May 13, 2020, as legally required.

C. ESTABLISH A QUORUM

Mr. Pierman determined that the virtual attendance of Chairman Michael DeBock, Vice Chairman Jonathan Strackman and Supervisors Sam Young and Alissa Strackman constituted a quorum and it was in order to proceed with the meeting.

Staff in virtual attendance were: District Manager Jason Pierman of Special District Services, Inc., and General Counsel Scott Cochran of Billing, Cochran, Lyles, Mauro & Ramsey, P.A.

D. ADDITIONS OR DELETIONS TO AGENDA

There were no additions or deletions to the agenda.

E. COMMENTS FROM THE PUBLIC FOR ITEMS NOT ON THE AGENDA

There were no comments from the public for items not on the agenda.

F. APPROVAL OF MINUTES

1. November 21, 2019, Regular Board Meeting

Mr. Pierman presented the minutes of the November 21, 2019, Regular Board Meeting and asked if there were any changes or additions.

There being none, a **motion** was then made by Mr. Strackman, seconded by Mrs. Strackman and unanimously passed approving the minutes of the November 21, 2019, Regular Board Meeting, as presented.

G. OLD BUSINESS

There were no Old Business items to come before the Board.

H. NEW BUSINESS

1. Consider Resolution No. 2020-01 – Adopting a Fiscal Year 2020/2021 Proposed Budget

Mr. Pierman presented Resolution No. 2020-01, entitled:

RESOLUTION NO. 2020-01

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE CYPRESS LAKES COMMUNITY DEVELOPMENT DISTRICT APPROVING A PROPOSED BUDGET FOR FISCAL YEAR 2020/2021; AND PROVIDING AN EFFECTIVE DATE.

A **motion** was made by Mr. Young, seconded by Mr. DeBock and passed unanimously to adopt Resolution No. 2020-01, as presented, setting the Public Hearing for July 23, 2020, at 6:00 p.m.

I. ADMINISTRATIVE MATTERS

Mr. Cochran reminded the Board to submit their Form 1's before the July 1st deadline. Mr. Pierman informed the Board that the District had tripped the general election threshold, and that the qualifying period for the November election runs from noon on June 8th through noon on June 12th. He explained that there would be a Landowners' Election for one seat in November, and that two seats would be decided by general election. He noted that Seats 1, 3 and 4 were up for election, which are currently vacant, Mr. Strackman's and Mr. Young's, respectively.

J. BOARD MEMBER COMMENTS

There were no comments from the Board Members.

K. ADJOURNMENT

There being no further business to come before the Board, a **motion** was made by Mr. Young, seconded by Mr. DeBock and unanimously passed to adjourn the meeting at 6:05 p.m.

Secretary/Assistant Secretary

Chair/Vice-Chair

Palm Beach Post, The
July 6, 2020
Miscellaneous Notices

NOTICE OF PUBLIC HEARING & REGULAR BOARD MEETING OF THE CYPRESS LAKES COMMUNITY DEVELOPMENT DISTRICT NOTICE IS HEREBY GIVEN that the Cypress Lakes Community Development District (the "District") will hold a Public Hearing and Regular Board Meeting (the "Meeting") of its Board of Supervisors (the "Board") on July 23, 2020, at 6:00 p.m. to be conducted by telephonic and video conferencing communications media technology pursuant to Executive Orders 20-52, 20-69, 20-112 and 20-150 issued by Governor DeSantis on March 9, 2020, March 20, 2020, April 29, 2020 and June 23, 2020, respectively, and pursuant to Section 120.54(5)(b)2., Florida Statutes. The Meeting is being held for the necessary public purpose of considering agenda items related to the District. At such time the Board is so authorized and may consider any business that may properly come before it. While it is necessary to hold the Meeting utilizing communications media technology due to the current COVID-19 public health emergency, the District fully encourages public participation in a safe and efficient manner. Participants may attend the Meeting by accessing the District's website, www.cypresslakescdd.org and clicking on the meeting link you will find on the homepage, or utilizing the following login information: Join by URL for VIDEO ACCESS at: <https://us02web.zoom.us/j/83333502151> Meeting ID: 833 3350 2151 To join by phone only, call: 312-626-6799 A copy of the agenda for the Meeting may be obtained at the offices of the District Manager, c/o Special District Services, Inc., at (561) 630-4922 or jpierman@sdsinc.org (the "District Manager's Office") during normal business hours. The Meeting is open to the public and will be conducted in accordance with the provisions of Florida law for special districts. The Meeting may be continued to a date, time, and place to be specified on the record at the Meeting. Any person requiring special accommodations in order to access and participate in the Meeting because of a disability or physical impairment should contact the District Manager's Office at least forty-eight (48) hours prior to the Meeting. If you are hearing or speech impaired, please contact the Florida Relay Service by dialing 7-1-1, or 1-800-955-8771 (TTY) / 1-800-955-8770 (Voice), for aid in contacting the District Manager's Office. As indicated above, this Meeting will be conducted by media communications technology. Anyone requiring assistance in order to obtain access to the telephonic, video conferencing, or other communications media technology being utilized to conduct this Meeting should contact the District Manager's Office at least forty-eight (48) hours prior to the Meeting. Similarly, any person requiring or that otherwise may need assistance accessing or participating in this Meeting because of a disability or physical impairment is strongly encouraged to contact the District Manager's Office at least forty-eight (48) hours in advance so that arrangements may be made. Each person who decides to appeal any decision made by the Board with respect to any matter considered at the Meeting is advised that person will need a record of proceedings and that accordingly, the person may need to ensure that a verbatim record of the proceedings is made, including the testimony and evidence upon which such appeal is to be based. District Manager CYPRESS LAKES COMMUNITY DEVELOPMENT DISTRICT www.cypresslakescdd.org 7-6, 7-13/2020

RESOLUTION NO. 2020-02

A RESOLUTION OF THE CYPRESS LAKES COMMUNITY DEVELOPMENT DISTRICT ADOPTING A FISCAL YEAR 2020/2021 BUDGET.

WHEREAS, the Cypress Lakes Community Development District (“District”) has prepared a Proposed Budget and Final Special Assessment Roll for Fiscal Year 2020/2021 and has held a duly advertised Public Hearing to receive public comments on the Proposed Budget and Final Special Assessment Roll; and,

WHEREAS, following the Public Hearing and the adoption of the Proposed Budget and Final Assessment Roll, the District is now authorized to levy non ad-valorem assessments upon the properties within the District.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE CYPRESS LAKES COMMUNITY DEVELOPMENT DISTRICT THAT:

Section 1. The Final Budget and Final Special Assessment Roll for Fiscal Year 2020/2021 attached hereto as Exhibit “A” is approved and adopted, and the assessments set forth therein shall be levied.

Section 2. The Secretary of the District is authorized to execute any and all necessary transmittals, certifications or other acknowledgements or writings, as necessary, to comply with the intent of this Resolution.

PASSED, ADOPTED and EFFECTIVE this 23rd day of July, 2020.

ATTEST:

**CYPRESS LAKES
COMMUNITY DEVELOPMENT DISTRICT**

By: _____
Secretary/Assistant Secretary

By: _____
Chairperson/Vice Chairperson

Cypress Lakes
Community Development District

**Final Budget For
Fiscal Year 2020/2021
October 1, 2020 - September 30, 2021**

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- IV ASSESSMENT COMPARISON

FINAL BUDGET
CYPRESS LAKES COMMUNITY DEVELOPMENT DISTRICT
FISCAL YEAR 2020/2021
OCTOBER 1, 2020 - SEPTEMBER 30, 2021

	FISCAL YEAR 2020/2021 BUDGET	
REVENUES		
O & M Assessments		70,584
Debt Assessments		127,287
Other Revenues		0
Interest Income		120
TOTAL REVENUES	\$	197,991
EXPENDITURES		
Supervisor Fees		4,000
Payroll Taxes (Employer)		320
Engineering		1,500
Management		25,800
Secretarial		4,200
Legal		7,000
Assessment Roll		6,000
Audit Fees		3,500
Insurance		6,000
Legal Advertisements		1,400
Miscellaneous		700
Postage		175
Office Supplies		350
Dues & Subscriptions		175
Trustee Fee		4,100
Continuing Disclosure Fee		1,000
Website Management		2,000
Reserve		549
TOTAL EXPENDITURES	\$	68,769
REVENUES LESS EXPENDITURES	\$	129,222
Bond Payments		(119,650)
BALANCE	\$	9,572
County Appraiser & Tax Collector Fee		(3,957)
Discounts For Early Payments		(7,915)
EXCESS/ (SHORTFALL)	\$	(2,300)
Carryover From Prior Year		2,300
NET EXCESS/ (SHORTFALL)	\$	-

DETAILED FINAL BUDGET
CYPRESS LAKES COMMUNITY DEVELOPMENT DISTRICT
FISCAL YEAR 2020/2021
OCTOBER 1, 2020 - SEPTEMBER 30, 2021

	FISCAL YEAR 2018/2019 ACTUAL	FISCAL YEAR 2019/2020 BUDGET	FISCAL YEAR 2020/2021 BUDGET	COMMENTS
REVENUES				
O & M Assessments	68,060	66,116	70,584	Expenditures Less Interest & Carryover/.94
Debt Assessments	129,975	131,755	127,287	Bond Payments/.94
Other Revenues	0	0	0	
Interest Income	172	120	120	Interest Projected At \$10.00 Per Month
TOTAL REVENUES	\$ 198,207	\$ 197,991	\$ 197,991	
EXPENDITURES				
Supervisor Fees	2,000	4,000	4,000	No Change From 2019/2020 Budget
Payroll Taxes (Employer)	153	320	320	Projected At 8% Of Supervisor Fees
Engineering	1,000	1,500	1,500	No Change From 2019/2020 Budget
Management	24,756	25,224	25,800	CPI Adjustment
Secretarial	4,200	4,200	4,200	No Change From 2019/2020 Budget
Legal	6,432	7,000	7,000	No Change From 2019/2020 Budget
Assessment Roll	6,000	6,000	6,000	As Per Contract
Audit Fees	3,900	4,000	3,500	Accepted Amount For 2019/2020 Audit
Insurance	5,000	6,200	6,000	Insurance Estimate
Legal Advertisements	1,452	1,400	1,400	No Change From 2019/2020 Budget
Miscellaneous	328	800	700	\$100 Decrease From 2019/2020 Budget
Postage	50	175	175	No Change From 2019/2020 Budget
Office Supplies	221	350	350	No Change From 2019/2020 Budget
Dues & Subscriptions	175	175	175	No Change From 2019/2020 Budget
Trustee Fee	4,089	4,100	4,100	No Change From 2019/2020 Budget
Continuing Disclosure Fee	1,000	1,000	1,000	No Change From 2019/2020 Budget
Website Management	1,500	2,000	2,000	No Change From 2019/2020 Budget
Reserve	0	125	549	Reserve
TOTAL EXPENDITURES	\$ 62,256	\$ 68,569	\$ 68,769	
REVENUES LESS EXPENDITURES	\$ 135,951	\$ 129,422	\$ 129,222	
Bond Payments	(123,849)	(123,850)	(119,650)	2021 P & I Payments Less Earned Interest
BALANCE	\$ 12,102	\$ 5,572	\$ 9,572	
County Appraiser & Tax Collector Fee	(1,246)	(3,957)	(3,957)	Two Percent Of Total Assessment Roll
Discounts For Early Payments	(7,446)	(7,915)	(7,915)	Four Percent Of Total Assessment Roll
EXCESS/ (SHORTFALL)	\$ 3,410	\$ (6,300)	\$ (2,300)	
Carryover From Prior Year	0	6,300	2,300	Carryover Balance From Prior Years
NET EXCESS/ (SHORTFALL)	\$ 3,410	\$ -	\$ -	

DETAILED FINAL DEBT SERVICE BUDGET
CYPRESS LAKES COMMUNITY DEVELOPMENT DISTRICT
FISCAL YEAR 2020/2021
OCTOBER 1, 2020 - SEPTEMBER 30, 2021

	FISCAL YEAR 2018/2019 ACTUAL	FISCAL YEAR 2019/2020 BUDGET	FISCAL YEAR 2020/2021 BUDGET	COMMENTS
REVENUES				
Interest Income	3,465	300	300	Projected Interest For 2020/2021
NAV Tax Collection	123,849	123,850	119,650	2021 P & I Payments Less Earned Interest
Total Revenues	\$ 127,314	\$ 124,150	\$ 119,950	
EXPENDITURES				
Principal Payments	50,000	55,000	55,000	Principal Payment Due In 2021
Interest Payments	73,800	69,150	64,950	Interest Payments Due In 2021
Total Expenditures	\$ 123,800	\$ 124,150	\$ 119,950	
Excess/ (Shortfall)	\$ 3,514	\$ -	\$ -	

Series 2004 Bond Information

Original Par Amount =	\$1,745,000	Annual Principal Payments Due =	May 1st
Interest Rate =	6.00%	Annual Interest Payments Due =	May 1st & November 1st
Issue Date =	August 2004		
Maturity Date =	May 2034		
Par Amount As Of 1/1/20 =	\$1,165,000		

Cypress Lakes Community Development District Assessment Comparison

	Fiscal Year 2017/2018 Assessment*	Fiscal Year 2018/2019 Assessment*	Fiscal Year 2019/2020 Assessment*	Fiscal Year 2020/2021 Projected Assessment*
O & M	\$ 655.20	\$ 635.31	\$ 617.91	\$ 659.67
<u>Debt</u>	<u>\$ 1,194.07</u>	<u>\$ 1,213.96</u>	<u>\$ 1,231.36</u>	<u>\$ 1,189.60</u>
Total	\$ 1,849.27	\$ 1,849.27	\$ 1,849.27	\$ 1,849.27

* Assessments Include the Following :

- 4% Discount for Early Payments
- 1% County Tax Collector Fee
- 1% County Property Appraiser Fee

Community Information:

Total Units	107
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RESOLUTION NO. 2020-03

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE CYPRESS LAKES COMMUNITY DEVELOPMENT DISTRICT, ESTABLISHING A REGULAR MEETING SCHEDULE FOR FISCAL YEAR 2020/2021 AND SETTING THE TIME AND LOCATION OF SAID DISTRICT MEETINGS; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, it is necessary for the Cypress Lakes Community Development District ("District") to establish a regular meeting schedule for fiscal year 2020/2021; and

WHEREAS, the Board of Supervisors of the District has set a regular meeting schedule, location and time for District meetings for fiscal year 2020/2021 which is attached hereto and made a part hereof as Exhibit "A".

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE CYPRESS LAKES COMMUNITY DEVELOPMENT DISTRICT, PALM BEACH COUNTY, FLORIDA, AS FOLLOWS:

Section 1. The above recitals are hereby adopted.

Section 2. The regular meeting schedule, time and location for meetings for fiscal year 2020/2021 which is attached hereto as Exhibit "A" is hereby adopted and authorized to be published.

PASSED, ADOPTED and EFFECTIVE this 23rd day of July, 2020.

ATTEST:

**CYPRESS LAKES
COMMUNITY DEVELOPMENT DISTRICT**

By: _____
Secretary/Assistant Secretary

By: _____
Chairperson/Vice Chairperson

**CYPRESS LAKES COMMUNITY DEVELOPMENT DISTRICT
FISCAL YEAR 2020/2021 REGULAR MEETING SCHEDULE**

NOTICE IS HEREBY GIVEN that the Board of Supervisors of the Cypress Lakes Community Development District will hold Regular Meetings in a Meeting Room at the Wellington Branch Library located at 1951 Royal Fern Drive, Wellington, Florida 33414 at 6:00 p.m. on the following dates:

**October 15, 2020
November 19, 2020
December 17, 2020
January 21, 2021
February 18, 2021
March 18, 2021
April 15, 2021
May 20, 2021
June 17, 2021
July 15, 2021
August 19, 2021
September 16, 2021**

The purpose of the meetings is to conduct any and all business coming before the Board. Meetings are open to the public and will be conducted in accordance with the provisions of Florida law. Copies of the Agenda for any of the meetings may be obtained from the District's website or by contacting the District Manager at (561) 630-4922 and/or toll free at 1-877-737-4922 five (5) days prior to the date of the particular meeting.

From time to time one or more Supervisors may participate by telephone; therefore a speaker telephone will be present at the meeting location so that Supervisors may be fully informed of the discussions taking place. Meetings may be continued as found necessary to a time and place specified on the record.

If any person decides to appeal any decision made with respect to any matter considered at these meetings, such person will need a record of the proceedings and such person may need to insure that a verbatim record of the proceedings is made at his or her own expense and which record includes the testimony and evidence on which the appeal is based.

In accordance with the provisions of the Americans with Disabilities Act, any person requiring special accommodations or an interpreter to participate at any of these meetings should contact the District Manager at (561) 630-4922 and/or toll-free at 1-877-737-4922 at least seven (7) days prior to the date of the particular meeting.

Meetings may be cancelled from time to time without advertised notice.

CYPRESS LAKES COMMUNITY DEVELOPMENT DISTRICT

www.cypresslakescdd.org

PUBLISH: THE PALM BEACH POST 00/00/2020